G. R. S. 58]

Previous references. PtS69 23 25-5 — (1924-5 P+S)

File No. 30-24
Serial Nos. 1-9 & 10

Later references. P+S Deptl-3/26-6
8-30 (32)

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Nine (9)

55

Part B for March 1925

SUBJECT

Visit of the Controller of Printing, Stationery and Stamps, Calcutta, to Bangalore

Sl 9: To Mr Rysdale, Govt Printing
No 8684/- & 7-3-1925

Requests him to expedite the submission of his detailed proposals on the several points touched upon in the note of the Controller of Printing, Calcutta.

2/Peon.
9 2/25

Pol 291

12347

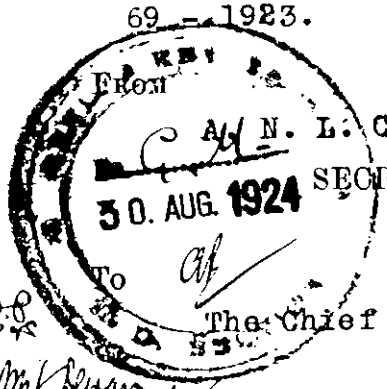
Sec 1097..

B. O. 2—R. P. B.—8-1926.—5,000.

No. 7005 Enclos. *Dated Bangalore,* 30th August 1924.

69 - 1923.

PS 30-24-1



From

A/ N. L. Cater, Esq., I.C.S.,

SECRETARY TO THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore.

Subject:—

Visit of the Controller of Printing, Stationery and Stamps to Bangalore.

Sir,

With reference to the correspondence ending with your P.S. 69-23 - letter No.Pol.1061, dated the 9th May 1924, I am directed to state that the Controller of Printing, Stationery and Stamps, Calcutta, has had to postpone his visit to a later date than he had hoped. He will arrive at Bangalore from Bombay on the morning of the 8th October 1924 and leave for Madras on the 14th idem.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY TO THE RESIDENT.

MVR

Submd for perusal. A draft intimating the Supdt is also put up

30.8.24 6/9

Issued
Put up proc
for perusal
Chdeen 6/9

Issued. No. G. 1786
dt 4/9/24.

Submd for perusal
5.9.24 6/9 Chdeen)

G. R. S. VI—G/32]

(2

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* *191* .

Date of issue 4-9-24

Signed by Mr. M.V.J.

Section P75

File No. 30-24

Serial No. 2

No. G 1786

To

The Supdt, Govt Pty

Sir,

In continuation of this office
No. G. 15186/ P.S. 69-23-5 dy
5-6-24, regarding the visit to
Bangalore of the Controller of Printing
with the Govt of India - I am directed
to intimate that the Controller
will arrive at Bangalore on the
morning of the 8th Oct. 24 &
leave for Madras on the 14th idem

I have &c

over.

for Chief Secretary

30.8.24

SECRETARIAT
Sept 1924
D. O. No. 991

B. PUTTAIYA, Esq., B.A.,
Superintendent.

Fin 1573 (3)
P 5530-24-3

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore dated, 22nd Sept, 1924.

Dear Sir,

In connection with the approaching visit to Bangalore of the Controller of Printing with the Government of India, I beg to state that your office D.O.No.G.14613/P&S.69-23-3 dated 12th May 1924 informs me that "he has been invited to visit the Mysore Government Central and Branch Presses, the Stationery Depot and the Stamp Manufactory and Depot and favour Government with his opinion as to their working and efficiency with suggestions for improvement." As per D.O. No.G.15186 dated 5th June 1924 I am to call on him when he comes to Bangalore and invite him to go over to the Press and discuss with him the points approved of by Government.

His visit takes place in October, instead of in the end of August or the beginning of September as originally understood, when the Government will be at Mysore engaged in the session of the Representative Assembly. As he has to proceed to Mysore to visit the Branch Press and as he has been invited to visit our institutions, I do not know

---

Subd with the Connected refes for orders

23 9.24 Chetty

2) ... the Controller ... Mr Puttaiya ... the Central Press & the Depot

3) ... members

714

P.+S. 30 M

G. R. S. III-2.

1923

(4)

General and Revenue Secretariat. | File No. 2[illegible] of 19[illegible]

Serial No.

4) As the Comptroller of Printing & Stationery is coming to Bangalore tomorrow in connection with the Rendering Press (vide Resident's Confdl. No. 2814/24). A Despatch Rider is necessary for us to bring him a reliable fast car from Mr. Pattaya attend on him & accompany him for Sightseeing in the Bangalore city & outside.

5) Col. Mitchell Superintendent of Mr. Pattaya would like Comptroller after his arrival at his residence in Bangalore & Conduct him to the first Press about 10 o'clock same morning. The Press, the Stationery Dept, the Electric factory he also desires their working with him & Electrician has to explain for their improvements.

6) Kindly arrange to telephone to the Dewan's office the apprehension of the above & a request may be sent to Mr. Pattaya accordingly.

2. 28/9

7) Dewan's Office — Self Aw 27/9

8) Despatch. 2

9) Above 1/10 2. 3/10 Aw 3/10

DEWAN'S OFFICE.
RECD. ON 2. OCT. 1924
Reg. No. 2704

NOTE—Contn. sheet.

1573

(5)

General and Revenue Secretariat. | P & S File No. 3 C of 19 24-5

Serial No.

10) A draft D.O. is drawn accordingly

11) If thought suitable a reply Comm^n may be sent to the Residency ~~enquiring~~ pointing out that the Contract will be finally

12) A draft is suggested for Consideration

Not necy DW 3/10

3.X.24 TGS 3/10.

13) Done DW 3/10

Issued no. ~~P&S~~ G. 2613 dt 3.10.24

Subst with

Letter no Pol. 438 dated 6th October 1924 from the Secy. to the Resident in Myaungmya states that the Contract of Printing with the Govt. of India has been delayed by floods and expects to arrive in Bangkok on the 10th October 1924.

(14) Subd. Draft ~~Govt~~ up intimating the Supdt., Govt. Printing

(15) Done DW 6/10

PH. 6.10.24.

Issued no. G. 2625 dated 6.10.24

Find 1572

Done 9/10

NOTE—Contn. Sheet

Sm C. 7.

6

D. O. No. 1210

B. PUTTAIYA, Esq., B.A.,
Superintendent.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore dated, 11th Octr 1924

Dear Sir,

16) I beg to inform you that Mr. F. D. Ascoli, I.C.S., Controller of Printing and Stationery with the Government of India arrived in Bangalore on the 10th instant. I met him the same day and discussed things in a general way. As previously arranged, I brought him over to the Press this morning at 11 and showed him over all the departments and branches. He spent three hours going round and inspecting all processes. On his way back, he visited the Stamp Superintendent's Office as well, where he inspected the samples of paper used for printing the stamps.

17) He has promised to discuss with me the Note containing the points on which his suggestions are required, on Tuesday morning, in the light of what he has seen in the Press and then furnish his opinion. He said he would be leaving the same night for Madras

7)

Secy. C.7

18) At the termination of his visit to the Press, he was pleased to say that he had altogether an interesting round.

19) A further report will be submitted in due course.

Yours sincerely,

B. Shivaraye

27/10/60 20) Secy Secretary)

12/10/60

Secy 13/10

K. Matthan, Esq., B.A.,
Chief Secretary to Government,
Bangalore.

21) Seen

22) This may be submitted for Dewanni pursuance also

20/10/60

Secy 6/10/60 23) Secy) 21/10/60

25)

General and Revenue Secretariat.

Pt. S File No. 30 of 1924.

2153

Serial No.	
5.	From The Supdt, Govt Ptg, No. 1448 dy 4-11-24 forwarding a preliminary report as regards the discussions had with the Controller of printing with the Govt of India
	26) Subd for perusal Move/4 — 6.11.24 27) (Ch Secy) 28) and Member 7/11
1.91/7.11	29) The receipt of the note which the Controller of Printing promised to send may be awaited. If it is not received by the End of the month, the file may be re-submitted for such action as the note when received by the Dept 11/11 11/11 Move/4
Supdt Govt Ptg D.O. 6.11.24	30) In view of the D.O dy 13.11.24 from the Controller of Printing (Copy received from Supdts D.O. 1670 dy 19.11.24) may the report be awaited for Sometime more 1.12.24 (31) Yes move/12
	32) Subd with a dft D.O. 28.1.25 (33) Move 29/1

NOTE—Contn. Sheet

9)

Serial No.

D.O.No. 2412-G 31-1-25 from the Sub'ble Govt Ptg stating that the report promised by the Controller of Ptg with the Govt of India has not yet been received & that he is being reminded.

34) Subd for orders with reference to Members minute dy 11-11-24 in para 29 above. Hon'ble may perhaps see and the Dewan's remarks also

3-2-25 TRS 3/2. and the Press Superintendent asked to submit proposals on each matter for orders separately

Hon 3/2

Secd Member) 3/2

6) 2/2

3) Draft Hon 7/2

4) Subd with a draft

7/2/25 TRS 7-2.

To the Supdt, Govt Ptg. No G.6174-G/102-25 with reference to Sl. 5, requests that proposals on each matter may be submitted for orders separately. 6

TRS 2/2

NOTE—Contin. Sheet

General and Revenue Secretariat. | PRS File No. 30 of 1924 | (10

Serial No.

7 From the Supdt. Govt Printing. No. 2682 dt 23-2-25
forwards the note received from the Comptroller of Printing, Stary & Stamps, on the Govt of India on the several questions pertaining to the Stamp, the Stationery and the Press and states that his proposals on each matter will be submitted separately.
Subd for perusal.

TSB
24/2/25 24.2.

24/2

669/25

(S V Meenbed)

The Supt may be asked to expedite his proposals promised from on his matters dealt with in the note of the Controller of Printing in 4 paras of 9 Jan.

A communication may also be sent to the Residency requesting that the Income-Tax file may be conveyed to the Controller for his valuable note.

27/2

27/2

Two dfts as per orders are drafted

3.3.25 TSB 3/3

Chdees

Addl 3/3/25

NOTE—Contn. Sheet

6/3/25

Serial No.	
8	To The Secy to the Govt of India Pol (Genl) Dept No. Pol 763 0, 7 3 25 Conveying the thanks of H.H's Govt to the Controller of Printing with the Govt of India for his valuable note on the Mysore Govt Press stating every detail & Stam's manufactory
9	To The Supdt Govt. Dpg No. 9 6847 9 7.3.25 Requesting him to ~~instruct~~ expedite submission of his detailed proposals on the several points touched upon in the note of the Controller of Printing

B'Kee & Bros
7/3/25

(12

G. R. S. VI—G/32]

SUBJECT.....

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.....

Diary No. of letter replied to——

"

General and Revenue Secretariat

( )

, *the* *191* .

Date of issue 3-10-24

Signed by Mr. M.V.J.

Section P.I.S

File No. 30 - 24

Serial No. 4

No. G 2613

Dear Sir,

With reference to your D.O. No 991 S 22nd Sept^r 24 re the visit of the ~~Controller~~ Controller of Printing with the Govt of India, ~~regarding~~ I am directed to state that it will be sufficient if you meet the Controller after his arrival at his residence in Bangalore & conduct him to the Govt Central Press & show him round the Press, the stationery Depot & the Stamp factory and discuss with him their working

over.

13)

& obtain his suggestions for their improvement

~~It is not necessary to trail him as a State Guest. You need not attend on him & accompany him for sightseeing in the Bangalore City or outside.~~

He need not ~~also~~ be asked to go to Mysore to visit the Branch Press.

Yours Sincerely

Rw
3/10

To B Puttaiya Esq: BA
Supdt. Govt Printing

List of enclosures.

Recd
3.X.24

Copied by
Examined by

1773

F. O. 2.—R. P. B.—8-1923.—5,000.

No. 7982 Enclos. Dated Bangalore, 6th October 1924.

From

A. L. Water, Esq., I.C.S.,

SECRETARY TO THE RESIDENT IN MYSORE.

To The Chief Secretary to the Government of
His Highness the Maharaja of Mysore.

6 - OCT. 1924

Subject:—

Visit of the Controller of Printing, Stationery and Stamps to Bangalore.

Sir

In continuation of my letter No. 7005, dated the 30th August 1924, I am directed to say that the Controller of Printing, Stationery and Stamps telegraphs that he has been delayed by floods and expects to arrive in Bangalore on the 10th October 1924.

I have the honour to be,
Sir,
Your most obedient servant,

for Secretary to the Resident.

Sir

BJ

GENERAL AND REVENUE SECRETARIAT

Abstract of Tappal dated 6th October *1924.*

18

From whom	Brief abstract
The Secretary to the Hon'ble the Resident in Mysore.	States that the Controller of Printing, Stationery and Stamps has telegraphed that he has been delayed by floods and expexts to arrive in Bangalore on the 10th October 1924.

P.S

C Hodgson
Registrar.

(6)

G. R. S. VI—G/32]

SUBJECT.....

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.....

Diary No. of letter replied to 1223

General and Revenue Secretariat

( )

, *the* *191*

Date of issue 6.10.24

Signed by

Section P/S.

File No. 30-24

Serial No.

No. G 2625

To The Supt. Govt. Printing

Sir,

In continuation of the correspondence ending with this office letter no. G. 2613/P/S. 30-24-4 dated 3rd October 1924 relating regarding the visit to Bangalore of the Controller of Printing with the Govt. of India I am directed to state that the controller has been delayed by floods and expects to arrive in Bangalore on the 10th October 1924

over.

I have t

JM.
6.10.24.

Cay
4/10

For Chief S

For [illegible]

30-24-5

D.D. No. 1248

Office of the Superintendent,
Government Printing in Mysore,
4th November 1924.

Dear Sir,

In continuation of my D.O. No. 1210 dated 11th October intimating that the Controller of Printing, Stationery and Stamps of the Government of India visited the Government Press on that day, I beg to inform you that as previously arranged I had a prolonged discussion with him on Tuesday the 14th idem lasting for three hours on the various points noted down with the approval of Government for consultation with him. I furnished to him all the required information and reference and invited his opinion on each point. He gave out his views most readily and very kindly promised to prepare a Note himself and send it on to me. The Note has not yet come to hand but pending its receipt in which he will furnish his opinion in greater detail, I shall submit below for the immediate information of Government the general trend of his views on the several questions pertaining to the Stamps, the Stationery and the Press.

STAMP MANUFACTORY.

"The equipment is quite adequate for the quantity of work that is being done but the factory should be in the immediate supervision of a more responsible and better paid official than a Supervisor on Rs.100/-, considering that the annual turn over of the factory amounts to a large sum of about Rs. 27 lakhs worth of manufactured stamps of all denominations. The stamps are not adequately protected against copying as they can be easily photographed and reproduced, and therefore, overprinting them with a shady colour which makes it impossible to photograph may be adopted. This means printing the stamps twice over but it is worthwhile doing so.

(1)

(2)

(18)

"The papers used for printing the stamps are too costly owing largely to the fact that there is a registered watermark for each stamp on the Receipt and Court Fee Stamp papers which is expensive to insert in the process of manufacture. The quality of the paper used for these two kinds of stamps is also poor and should be improved. Reduction in cost and improvement in quality can be secured by the elimination of those registered watermarks. (3)

"It would be found economical and would give better results if labels of stamps are printed on gummed paper instead of gumming the sheets after printing the stamps, in which case the gum soaks into the paper and destroys the beauty of the printing and the appearance of the stamps. For the same reason, it would also be advantageous to print these stamps on an offset machine by photo-zinco or transfer plate process instead of printing them on ordinary printing machines as at present. (4) (5)

"Counting of sheets by hand at every stage is the only effective method of checking the accuracy of the number of sheets but automatic numbering machines may be put on the printing machines for counting the number of sheets printed. (6) The same result can be secured by installing automatic feeding apparatus to each printing machine but as they are very costly it is not worthwhile laying out money on them as the annual outturn does not warrant such high cost.

"For rapid embossing of cheque books, a Grover's automatic embossing machine may be used and the present hand embossing dispensed with. The makers will most probably attach a numbering device to the machine so that ~~xxxxxxxxxx xxxxxx~~ the number of cheques embossed with one-anna stamp may be automatically read. (7) Close watch and search of the operators are the only effective means of preventing fraud and the idea of shutting them in a wire cage while at work is a good one and may be adopted. (8)

(9)

STATIONERY.

"The standardisation of forms, the maintenance of a complete set of samples and the arrangements to be made for their printing, stocking and supply are merely a matter of efficient organisation and should be adopted and strictly enforced. A list of forms sanctioned by Government to be printed for each department should be maintained and all forms that are not covered by the list of sanctions should be refused to be printed. Whenever a new form is introduced and the ~~and the~~ corresponding existing form is rendered obsolete, information should be invariably furnished by the department concerned and correctly noted.

"The elimination of indents for forms is not desirable but in order to ensure the printing and supply of the forms as quickly as possible and in the very year for which they are required, a system of receiving indents of a department or a group of departments in rotation on a particular date should be introduced and all indents received on that date should be printed and supplied within one, two or three months of receipt according to the bulk of the indents. The existing system of receiving all the indents of all the departments of the State on the 31st March of every year should be abolished and different dates should be fixed for different departments.

"The Receipt and Issue books maintained for accounting the Stationery Stores are well-suited and no additional books are required but the issue books may be posted after the receipt of the invoices duly acknowledged by the departments and not before. The Store Keeper should not have anything to do with the maintaining of the Store accounts which should be done in the account section of the office.

"A Note on the working of the Forms Store of the Government of India will be furnished and the Hand book of Rules for the supply of stationery articles to the departments will be forwarded.

(20)

"The system of valuation is all right but the overhead charges may be allocated to each process of composing, printing and binding instead of once for all to all the processes. The pension charges on account of the establishment may be recokened as one of the items of expenses to be recovered on jobs. (12)

"The system of money allotment is open to objection because the departments cannot foresee the quantity of work that may have to be got printed and when they do want some work sanctioned by Government to be printed, they may be confronted with want of funds to meet the cost of the new and unforeseen work. When requirements are so ~~so~~ uncertain, the allocation of a definite sum of money to each department becomes a difficult proposition. Another more powerful objection is that every department acquires a tendency to spend away all the money allotted to it for printing and consequently the probabilities of effecting savings become remote, and control over the printing requirements of the departments vanishes.

Not in practice here.

"It is very necessary to have an effective control over the quantity of work sent to the Press by departments and to subject all manuscripts to close scrutiny. The Government of India have effected great economies in instituting this control by means of the Printing clearing office which they have recently opened. It is an intermediate agency between Government and the Printing Press empowered to deal with all matter sent to the Press for execution. The Officer who is placed in charge of this office is usually one who has got both the Secretariat experience and the working knowledge of the technique of a printing office. All matter that may be sent to the Press without specific sanction of Government is returned to the department concerned for obtaining the sanction; all manuscripts that are hastily prepared, which are incomplete and which are not properly made ready for the Press are also returned for being suitably dealt with and retransmitted, and all work that remains to be handled by the Press is evenly distributed to all (13)

(21)

the Presses under the control of the office so that no one Press is glutted with too much work or escapes without any work. A note will be prepared and forwarded dealing with this subject.

"The hour account system may be introduced in the Bindery and a few senior binders may be appointed on this basis. It (14) is not necessary to introduce it in the Machine room where there is always the provision of giving hour account when any work requiring care is printed.

"The Government of India grant 16 days casual leave to their piecework employees per annum and pay them wages classed on their average earnings. They had to face trouble on the part of the workmen for want of this provision. It is therefore desirable to introduce it here and the workers granted casual leave for at least ten or twelve days in the year.

(15) "The existing form of the annual inventory maintained in the office is eminently suitable. The quniquennial stock-taking of all dead stock is necessary and practicable whereas the stock-taking of type is not so easy as it is not at all possible to arrive at accurate figures. (16) Weighing of the enormous quantity of type, rules, leads, quads, quotations, chases, etc. is a huge and tedious task and will never result in accuracy and the time spent on it is a waste.

(17) "The Store account books now maintained are all right but they may be written up in the office and not by the Store Keeper.

(18) "The existing practice of charging work done for the University, the Railways and the Insurance departments may continue because it is ultimately all the same whether the departments pay the Press or the firms. Only, the Press may provide for a good stock of paper against the uncertainity of their indents.

(19) "The Printing machines require renewal badly. New machines may be bought to replace the ~~bad~~ old ones. The equipment in the Bindery will be complete by the addition of a book sewing machine

(22)

(20) which may therefore be bought. A scheme of Depreciation Fund may be instituted in order to find funds for the purchase of new machines to replace the old ones.

(21)

"The old Type casting machines may be scrapped and a new linotype machine purchased.

(22)

"The system of collecting 'pie money' from the compositors' wages is prevailing in the Government of India Presses also but the money so collected is credited to the Treasury and the boys are paid permanent wages. This system may be introduced here.

(23)

"The training of the Press employees and outside students in printing in a school located in the Press is an excellent idea and should be adopted.

(24)

"The Government Press is not by any means overstaffed.

"There will be no difficulty in arranging for the training of the Mysore Government Press officials in the Government of India Presses and the permission of the Government of India will be obtained for the purpose, whenever required. The Superintendent of the Mysore Government Press will be gladly shown the working of the Government of India Presses if he should visit them.

"The Rules of printing of the Government of India Presses are in print and after they are issued, a copy will be sent."

I shall submit the Controller's detailed Note as soon as it is received and seek orders of Government on each point separately.

Yours sincerely,

B. Rama Rao

K. Matthan, Esq., B.A.,
Chief Secretary to Government,
Bangalore.

G. R. S. VI—G[illegible]

(23

SUBJECT.....

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Diary No. of letter replied to

General and Revenue Secretariat

( )

, *the* 191

Date of issue 10/2/25

Signed by Mr. M.V.9

(2-2-25)

Section pts

File No. 30—24

Serial No 6

No. G 6174

To The Superintendent Govt Ptg.

With reference to correspondence ending with your D.O. letter No 1448 dated 4-11-1924 submitting a synopsis of the views of the Comptroller of Printing, Stationery and Stamps with the Govt of India on the several questions pertaining to the 'Stamps', the Stationery & the Pr... I am directed to request that proposals on each matter may be submitted for orders separately.

over.

I have the

Dft/ for Chief Secy to Govt

Gen.3948/24

WD 2533—GPB—250 copies—1-7-24

P&S 30-24-7

No. 2682. Enc one note 1-14 hr

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING,

Bangalore, dated.....23rd Feb 1925.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent, Government Printing,
Bangalore.

To

B. RAMASWAMAIYA, Esq., B. A., B. L.,
Offg: Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

SIR,

In continuation of my D. O. No: 1448, dated the 4th November 1924, I have the honour to forward herewith in original the Note dated 11-2-1925 drawn up by the Controller of Printing, Stationery & Stamps, with the Government of India on the several questions referred to him when he visited the Government Press in October last.

I shall submit my proposals on each matter separately for orders as directed in your letter No: G. 6174/P. &. S. 30-24, dated the 10th instant.

A copy of the note pertaining to Stamps has been submitted to the Commissioner of Stamps for his information.

I have the honour to be,
Sir,
Your most obedient servant,

B Puttaiya
Superintendent.

D.v.s.

Note. This note is based principally on a questionnaire given to me by the Superintendent of Government Printing, Mysore.

STAMPS.

1. I can see no reason at all why the stock of paper for printing stamps and stamped paper should not be kept in the Stamp Manufactory under double lock and kept under the charge of the Superintendent who would be responsible for accounting for the use of every sheet brought into stock. The Superintendent would then be responsible for all materials and manufacture until the completed stamps are delivered in sealed packets at the Stamp Store. This would avoid one count. All other counts are, in my opinion, essential, if there is to be adequate security. I do not think that the method of counting in reams is correct - counting would be more efficacious if it were done in bundles of varying numbers and not in reams of 500 invariably, until finally counted out for packing. For the final count a few sheets should be kept with the officer-in-charge, until completed, in order that the counter may not be aware of the actual number in his charge.

2. Subject to the previous remarks, I think that the existing arrangements are adequate. The packing, however, leaves much to be desired. I would strongly advise the use of a thin tape instead of jute string and the present single seal is inadequate.

3. It has already been decided to enclose the cheque stamper in a wired-in room - a device that was in force when cheques were stamped in the Calcutta Stamp Office. As regards stamps, and stamped papers, it would be necessary for the operatives to obtain sheets of water-marked paper before unauthorised sheets could be printed. The most certain check, however, is to have automatic numbering boxes on the machines and make the operatives account for every impression recorded. Numbering boxes exist on the

two Falcon Art Platens; they are out of order and should be repaired or replaced. The entrance door to the Stamp factory should be kept locked.

4. The outturn required of the press is so small that labour saving machinery would not result in any economy and the number of machines could not be reduced. It is difficult to keep the existing machinery fully employed and labour saving machinery would make the problem worse. The two Falcon Art Platens are suitable for the work and in good order; the gumming apparatus is as good as is necessary for the purpose, but I think that far better results would be obtained if printing were done on a proper non-curling gummed paper, for which the equable climate of Bangalore is very suitable; the gumming apparatus could then be scrapped and give considerably more room for work. Gumming is done after printing, but before perforation, and does not improve the appearance of the stamps. Perforation is done on an ordinary straight perforating machine. A comb perforator of the Grover type would do the work about 3 times as fast and better, but, as there is insufficient work to keep the existing machine in action, there is no justification for substituting a machine the cost of which at Bangalore would be not less than Rs.12,000. It must be recognised that stamp printing on a small scale, such as is in force in Mysore, cannot be economical. The existing die stamping machines are of local manufacture; it would probably pay to substitute a modern Grover colour die stamping machine, but it must be recognised that die stamping in colours is always a comparatively slow process, if it is to be done well.

5. The Government of India Security Printing Press has not yet commenced work, but it will be on such a vast scale compared with the Mysore Factory that the methods of working and control must necessarily be very different.

(27)

ADDITIONAL NOTES.

6. The paper used for the printing of stamps is extremely expensive about 2 shilling and 3 pence per lb. ungummed in England The high price is largely due to the fact that the requirements of the 2 varieties in use are so small as not to constitute a reasonable make for a mill. There are 2 different kinds used - one for court fee stamps, the paper for which (4½ lbs.) is, in my opinion, far too thin, and one for receipt stamps; each has a registered water mark. Registered watermarks for stamps are fast disappearing and will probably not be used in future for British Indian Stamps. Cutting paper to register and printing to register are expensive processes. I would suggest that a single paper with an all-over water mark be adopted for both varieties of stamps[a], and that this paper should be imported gummed. As only one paper will be required, the quantity for the "make" will be more satisfactory, but orders should be given for quantities of not less than 5 tons at a time. For such a quantity it should be possible to obtain a suitable paper, gummed, for about 1 shilling and 6 pence per lb.; some initial expense will be necessary for the preparation of a new dandy roll.

(a) Vide Report on Security Printing in India para.31.

7. The working plates are all imported nickel-faced plates; they are well engraved and I do not suggest any change in the present system. But I do not think that sufficient attention has been paid to the question of forgery. The danger as regards low value adhesive stamps is not very great; provided that the plate is good and printing efficient, the danger of fraud is remote. In the case of stamped papers, however, the value of which rises to the sum of Rs.100 each, the danger is infinitely greater. The stamped papers are printed in a single colour; there is not the slightest difficulty in photographing this direct and transferring to a metal plate from which an exact reproduction can be printed without the slightest difficulty. The only protection is in the watermark - but in a paper, heavily covered with writing, this is not always apparent. It is essential to safeguard against the camera. This may be done most simply in either of two ways.

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(a) Print different parts of the plate in different colours. This will necessitate fresh plates and the most accurate register in printing. It is not an effective bar against the camera as each colour can be photographed separately and the necessary number of plates prepared therefrom to ensure an effective, though more skilful forgery.

(b) Overprint the whole of the printed portion by a line plate in a different colour. This device is used in the existing stamped papers in British India; it is effective, as photography can only be effective if each of the colours can be separately screened out, in order that they can be photographed separately - a very difficult proposition in the case of many combinations of colours. I accordingly suggest that in the interests of security all stamped papers should be overprinted by a block to cover the actual printing of the stamp. The block should consist of a series of fine lines, preferably set diagonally, close together and printed in a buff colour; the block may be originally set in rules from which electros or stereos may be taken. The same block will do for all different values.

There are other devices such as rainbowing in different colours, but the inking arrangements on the machines in use are not suitable for the purpose. The only safeguard at present is that general stamped papers are counterstamped before issue - this does not, however, apply to papers for copies and court fee papers.

STATIONERY.

Quality of Paper.

8. In Mysore the term Stationery includes both paper, writing materials, etc., and printed forms; the latter should be dealt with separately, though under the same control, as methods of supply must necessarily be different. The value of stationery purchased annually is, I understand, about 1¼ lakhs, purchases being made by contract after public tender every year. Purchase is made in the cheapest market

market irrespective of the country of manufacture. The only criticism of the system that I have to make is that in the interests of economy the class of paper purchased is on the whole entirely unsuited to the requirements of Government printing. Apart from a certain amount of cream laid paper, azure laid, etc., which is well selected and obtained at a fair price, practically the whole of the paper supplies consist of a paper containing a very large proportion of mechanical pulp; from its feel and appearance I should put the proportion of mechanical pulp at 50% - if it is not higher. This paper has no lasting qualities at all, and, though suitable for forms required for temporary purposes and for other printing of a purely ephemeral character, it is entirely unsuitable for publications, etc. which are subject to much handling or which are required to last for more than 2 years. The paper is extremely weak, and discolours and disintegrates very rapidly, and in a very short time most of the matter printed thereon will have disappeared. A good wood free white printing paper should be used for more important matter. In the case of mechanical wood paper used for forms, the defects due to rapid discoloration could be avoided by adopting a buff shade of paper.

Control of Issues.

9. Stationery is apparently issued to offices without any regular system of controlling the quantity supplied either by standard scales of issue or by monetary allotments. I have not had the opportunity of examining the value of issues made to individual offices, nor am I aware whether any serious waste in use occurs. The system of monetary allotments however affords a certain check and test of expenditure and I should strongly advise the adoption of this procedure. The system is described in the Government of India Rules for the Supply and Use of Stationery Stores. It should be noted that no actual monetary transaction takes place, but that the allotment is in fact a limit in excess

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of which the Stationery Office will not supply. If such a system is adopted, it is essential that a priced list of stationery articles should be issued, in order that offices may be aware of the value of their indents.

Stock-Books.

10. The amount of stationery stocked is not very great and the general system of storage appears to be suitable, small and more valuable articles being kept in locked almiras. There is, however, what I consider to be a grave defect in the system of keeping the stock-books, the form of which is suitable. The stock-books are kept and maintained in the store. The object of the stock-books is not only to record entries of issues, but also to serve as a check on the real balances in actual stock; if they are to serve as a real check, it is obvious that they should not be kept in the office that is responsible for the stock. The stock-books should be kept in the Accounts Branch and should be filled in independently of the Stores Branch. Receipts into stock should be posted from the actual invoices; issues from stock should be posted by means of the receipts of indenting offices. To enable this to be done a form of indent might be adopted similar to that in use in the Government of India Stationery Stores (vide Form I App.D of the Rules for the Supply and Use of Stationery Stores). The indent is returned by the Stores with the articles supplied to the indenting office, which returns it with a certificate of receipt to the Accounts Branch; issues are then posted in the stock-books. When stock is taken, the amount of stock in hand is compared with the balances in the stock-books. There is no objection to the Storekeeper maintaining a set of registers for his own use, but these registers must not be used for the purpose of checking stocks. It will be observed that this system ensures a complete check on stocks and that entries of issues can only be made for articles the receipt of which indenting officers certify.

There is some confusion here. As a matter of fact, the Stationery Stock books are kept in the office (Stg) only and not in the Stores. It is only in the Press Stores, that Stock books are kept in the Stores. They will be transferred to Press office BOP 22/2/35

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FORMS.

11. It appears that very considerable waste exists in the issue of forms and that under the existing system little, if any, control can be exercised. Indents are evidently prepared haphazard and are submitted with no regard to punctuality. The abolition of indents has been suggested as a palliative, issues to be made in standing lists. The Government of India formerly adopted this expedient in the case of Army Forms, but abandoned it on account of the great waste involved. Standing lists must inevitably err on the side of generosity; balances of forms necessarily accumulate in offices and economies are impossible. I must admit that the problem of forms is one that we have so far not entirely solved in India, but the economies effected under the new system have been so great that I should advise the adoption of a similar system in Mysore. The system is described in the Government of India Rules for Printing, now under publication. I describe the system, as it might be adopted, briefly herewith.

12. The first essential is to create a small office, analogous to the Government of India Printing Clearing Office, which will be entirely responsible for the control of all printing work, including forms. For Mysore I think that a staff of one officer with administrative experience and one clerk would suffice. The duties of this office will be to examine every form in use, to abolish those required in small numbers only, to standardize into large series all forms capable of standardization and to mark all forms sanctioned with distinctive letters for each series and to number each form serially within the series. In examining, this office should pay particular attention to the quality of paper used, the set up of the form in the most economical manner and to the reduction of forms to the smallest number of sizes.

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The office should keep duplicate files of samples of all sanctioned forms and the press should be instructed to print no forms except on the requisition of this office.

13. When this work has been done, it will be found that two distinct series of forms will have been introduced.

(a) standard forms common to all or several departments or offices

(b) special forms peculiar to one department or office only.

(a) should be printed and stocked in bulk to cover a year's requirements. (b) will be printed as actual indents are received. All departments and offices should be given a fixed date for indenting for all forms required, two months before the date of supply; the dates should be fixed so as to spread indents throughout the year; supplementary indents should be refused except in very special circumstances.

14. It is extremely difficult to fix the number of forms required by each office and that can only be done gradually by actual knowledge of the requirements of the office and by comparing indents of similar offices. This must be done by this office which will be responsible for passing all indents for special forms on to the press and indents for standard forms to the Stationery Office. The latter office should give print orders to the press for standard forms as soon as stocks of any form have fallen to a 3 months' level. In the case of standard forms required by a group of offices e.g., agricultural forms, it might be advisable to fix issue dates for all offices at one time to avoid the necessity of holding heavy stocks. Such forms might be dealt with separately as departmental forms.

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15. The existing system of valuing work executed in the Press is on the whole good, but the system does not allow of a detailed apportionment of overhead charges against each process of work. Some items, such as pension charges, are omitted. The result of failure to allocate charges between different branches of the press results in a failure ~~to~~ ascertaining to what extent each branch is being worked on economical lines. I should advise the institution of a costing system similar to that which prevails in the Government of India and most Provincial Government Presses. This system has only recently been worked out after a considerable amount of ~~instruction~~ examination. The details of this system are contained in my letter No.Pg.9, dated the 6th May 1924, a copy of which has already been sent to the Superintendent, Government Printing, Mysore. I do not consider it necessary to explain it in further detail.

16. I am not in favour of instituting a system of monetary allotments, as it is extremely difficult to foresee the amount of work that will be required by each Department. It may be taken as certain that every Department will spend the full amount of its allotment and I doubt whether any real economy would be achieved. The system adopted by the Government of India has been to examine every item of work required to be printed by our Printing Clearing Office. Lists of work required from time to time are prepared, as sanctioned lists, and any other work required to be printed requires specific sanction. The function of sanctioning work and receiving all manuscripts required to be printed should be exercised by the office referred to in paragraph 12. The functions of the Government of India Printing Clearing Office will be found in the Government of India Rules for Printing. The system in force is fully explained there.

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17. There is always from time to time a movement in the Government of India Presses against the system of payment for work by piece. This was enquired into in detail by a Committee in the year 1922, and it was then decided that the piece system was satisfactory and essential for the economical working of the Press, provided that the rates of payment are on an adequate basis. In some work in all branches of the Press, it is occasionally necessary to pay for work done on time. For this purpose, it is necessary to classify pieceworkers for such time work. This is necessary in the case of correction work, display work in the case room and for some kinds of binding. In a bindery it is sometimes necessary to employ salaried hands for work requiring special skill. I do not expect, however, that much work of this kind is done in the Mysore Government Press. If any real difficulty exists in the piece system of payment, I shall be glad to have details and to reply to such details when they are submitted to me. The main principle in the Government of India Presses is to pay by the piece wherever possible.

18. The theory of piece work is that the rates payable are sufficient to compensate a man for receiving no salary on holidays or other days when the Press may be closed. As a special concession, the Government of India have agreed to allow piece workers in their Presses 16 days casual leave a year during which the men are paid at their class or hour rates. This is a considerable concession, and I do not think that it will be justifiable to grant any leave in excess of this amount. A system of payment for idle time is also in force in the Government of India Presses under which when no work can be found for a pieceworker he is paid at his class rate. This system originated at a time when there was no control in sending work to the various Government of India Presses with the result that at certain times of the year some of the Presses had

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had little work to do and accordingly that piece~~workers~~' earnings were very small indeed. Since the new method of control has been instituted, such idle time has been reduced to a minimum. In the Mysore Government Press where it ought to be possible to regulate the strength of the staff sufficiently to prevent such charges of idle time arising I do not suggest that a system of payment for idle time should be instituted.

19. The question of stock-taking in a Press is a difficult matter. I am personally of opinion that, with the exception of type, etc , in cases, a complete stock-taking should be made annually. A quinquennial stock-taking is in my opinion insufficient. The question of type in cases is, however, a very different and very difficult proposition. It must be remembered that in any Press which undertakes a large amount of work a large amount of type is always standing and to weigh the type in the cases and in standing forms would be a very difficult matter and the results would not be more than approximate. I think it is essential that this fact should be recognised and that the control over supplies of type should be effected by watching carefully the amount issued. I realise that in the Mysore Government Press the amount of type in use is very great indeed, and, until a larger number of mechanical composing machines are employed, there must always be some difficulty in checking the amount of type in use.

20. I was asked to advise on the method of charging such offices as the Railways, University, Insurance Departments, etc., for work done in the Press. These are all paying Departments and they are required to pay from funds provided in their own respective budgets. It was pointed out that the demands of these Departments vary to a large extent. I do not think that that need really worry the Press. Provided the Department has the money to pay

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the Press should be able to print. However much the amount of work varies it is not likely to vary sufficiently to interfere with the organisation of the Press. It was pointed out that a heavy demand from such Departments might result in depleting the stocks of paper in the Press. I do not think that that is really a valid objection. Presumably at the end of the year the Stationery Office carries over a considerable quantity of paper in stock and it can vary its indents accordingly. There is little difficulty nowadays in obtaining supplies of paper as required and even if an additional grant were necessary on this account it would be set off by the payments made by these paying Departments.

21. It has been suggested to me that the existence of the piecework system results in bad printing and damage to the machines. I can only add that that has not been our experience in the Government of India Presses. It is true that if work of exceptional quality is required the work may be done on time, but the whole question is one of adequate supervision. We have had machines working in the Government of India Presses for 20 or 30 years though the staff has been paid entirely by the piece. I agree that many of the machines are in very bad condition, but most of them have, in my opinion, served their time and fully paid for their original cost. A machine has ordinarily completed its life after 15 years of hard work, but no invariable rule can be laid down. I would strongly advise that the oldest machines should be replaced by new ones and that when they are replaced steps should be taken to instal machines more suitable for the class of work required. From the nature of the work going through the Press I am inclined to think that a quad crown size would be the most suitable. Very high grade machines such as two revolution machines are not necessary and in our Government of India Presses we have found that single drum cylinder machines have proved very effective. In order to maintain

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maintain a Press in a proper state of efficiency it should be possible to replace machinery as it grows old and I strongly recommend the institution of a depreciation fund for this purpose on the lines that have been adopted by the Government of India. The rules will be found as an appendix to my letter No.Pg.9, dated the 6th May 1924, a copy of which has already been sent. The equipment of the bindery is on the whole good though I recommend the addition of a book sewing machine. The old type casting machines are out of date and should in my opinion be scrapped.

22. On the question of type casting I am very strongly of opinion that the present system of composing by hand should be replaced to the largest possible extent by the installation of linotype and monotype machines. The question has been examined in detail in the Government of India Presses and hand composition there has been reduced to a minimum and considerable economies have thereby been effected. The amount of type required has been reduced to an enormous extent and there has been a vast saving in space and in supervising establishment. The Mysore Press has already had experience of monotype machines and I ~~xxxxx~~ advise strongly that further monotype machines and linotype machines should be installed. It is impossible to advise on the number of each required without seeing in detail the nature of work going through the Press. It should be remembered that the linotype machine is the cheaper of the two in operation, but it is only suitable for solid work whereas the monotype machine is capable of turning out tabular or form work of any style.

23. The system of "PIE" fines is in force in the Government of India Presses, but the money collected is paid into the Treasury and the men who sort out "PIE" are

are paid either by the piece or on fixed wages. I doubt if it is altogether a wise system to pay part of the establishment solely out of fines. The method of attaching a Printing School to the Press is, in my opinion, admirable and I only wish that we had the same facilities in the Government of India Presses.

24. I examined the question of the strength of the supervising establishment and do not think that it is excessive in any way. If the Mysore Government requires any of their supervising establishment to look over or receive a period of training in one of the Government of India Presses, I shall gladly assist in the matter and I am certain that the Government of India will raise no objection to such a proposal. I believe that it will be greatly to the advantage of the Press if the Superintendent could look over one of our Presses, preferably the Calcutta Press where work of all descriptions is taken up. In that Press we have a large number of linotype and monotype machines at work. The machine room is fully up to date while a considerable amount of modern machinery is at work in the bindery. I should be glad to give him any facilities for going over the Press.

G Dare

11. 2. 1925.

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G. R. S. VI—G/32]

2 Drafts

SUBJECT.....

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Diary No. of letter replied to.....

General and Revenue Secretariat

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, *the* 191 .

Date of issue 7/3/25

Signed by Sd/- B. R.

Section PDS

File No. 30-24

Serial No. 8

No. PoC 763

To The Secy to the Resr

Sir,—

Adverting to correspondence ending with your letter No. 7982/69-1924 dated 10-10-24, I am directed to request that the thanks of the Govt of H. H. the Maharaja may be conveyed to the Controller of Printing, Stationery & Stamps with the Govt of India for the valuable note on the Mysore Govt Press, Stationery & Stamp Manufactory which he visited in October last.

I have &c

Sd/- 6/3/25

Chief Secy

TOS

NOTE

By the CONTROLLER of Printing,
Stationery and Stamps
with the Government of India

Note by the Controller of Printing, Stationery and Stamps.

[NOTE.—*This note is based principally on a questionnaire given to me by the Superintendent of Government Printing, Mysore.*]

STAMPS.

1. I can see no reason at all why the stock of paper for printing stamps and stamped paper should not be kept in the Stamp Manufactory under the double lock and kept under the charge of the Superintendent who would be responsible for accounting for the use of every sheet brought into stock. The Superintendent would then be responsible for all materials and manufacture until the completed stamps are delivered in sealed packets at the Stamp Store. This would avoid one count. All other counts are, in my opinion, essential, if there is to be adequate security. I do not think that the method of counting in reams is correct—counting would be more efficacious if it were done in bundles of varying numbers and not in reams of 500 invariably, until finally counted out for packing. For the final count, a few sheets should be kept with the Officer-in-charge, until completed, in order that the counter may not be aware of the actual number in his charge.

2. Subject to the previous remarks, I think that the existing arrangements are adequate. The packing, however, leaves much to be desired. I would strongly advice the use of a thin tape instead of jute string and the present single seal is inadequate.

3. It has already been decided to close the cheque stamper in a wired-in room—a device that was in force when cheques were stamped in the Calcutta Stamp Office. As regards stamps, and stamped papers, it would be necessary for the operatives to obtain sheets of water-marked paper before unauthorised sheets could be printed. The most certain check, however, is to have automatic numbering boxes on the machines and make the operatives account for every impression recorded. Numbering boxes exist on the two Falcon Art Platens; they are out of order and should be repaired and replaced. The entrance door to the Stamp Factory should be kept locked.

4. The outturn required for the press is so small that labour saving machinery would not result in any economy and the number of machines could not be reduced. It is difficult to keep the existing machinery fully employed and labour-saving machinery would make the problem worse. The two Falcon Art Platens are suitable for the work and in good order; the gumming apparatus is as good as is necessary for the purpose, but I think that far better results would be obtained if printing were done on a proper non-curling gummed paper, for which the equable climate of Bangalore is very suitable; the gumming apparatus could then be scrapped and give considerably more room

for work. Gumming is done after printing, but before perforation, and does not improve the appearance of the stamps. Perforation is done on an ordinary straight perforating machine. A comb perforator of the Grover type would do the work about three times as fast and better, but, as there is insufficient work to keep the existing machine in action, there is no justification for substituting a machine the cost of which at Bangalore would be not less than Rs. 12,000. It must be recognised that stamp printing on a small scale, such as is in force in Mysore, cannot be economical. The existing die stamping machines are of local manufacture; it would probably pay to substitute a modern Grover Colour Die Stamping Machine, but it must be recognised that die stamping in colours is always a comparatively slow process if it is to be done well.

5. The Government of India Security Printing Press has not yet commenced work, but it will be on such a vast scale compared with the Mysore Factory that the methods of working and control must necessarily be very different.

6. The paper used for the printing of stamps is extremely expensive about 2 shillings and 3 pence per lb. ungummed, in England. The high price is largely due to the fact that the requirements of the two varieties in use are so small as not to constitute a reasonable make for a mill. There are two different makes used—one for court fee stamps, the paper of which (4½ lbs.) is, in my opinion, far too thin, and one for receipt stamps; each has a registered water-mark. Registered water-marks for stamps are fast disappearing and will prabably not be used in future for British Indian Stamps. Cutting paper to register and printing to register are expensive processes. I would suggest that a single paper with an all-over water-mark be adopted for both varieties of stamps,* and that this paper should be imported gummed. As only one paper will be required, the quantity for the "make" will be more satisfactory, but orders should be given for quantities of not less than 5 tons at a time. For such a quantity, it should be possible to obtain a suitable paper, gummed, for about 1 shilling and 6 pence per lb.; some initial expense will be necessary for the preparation of a new dandy roll.

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* *Vide* Report on Security Printing in India para 31.

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(*b*) *Special* forms peculiar to one department or office only.

Standard forms should be printed and stocked in bulk to cover a year's requirements. Special forms will be printed as actual indents are received. All departments and offices should be given a fixed date for indenting for all forms required, two months before the date of supply; the dates should be fixed so as to spread indents throughout the year; supplementary indents should be refused except in very special circumstances.

14. It is extremely difficult to fix the number of forms required by each office, and that can only be done gradually, by actual knowledge of the requirements of the office and by comparing indents of similar offices. This must be done by this office which must be responsible for passing all indents for special forms on to the Press and indents for standard forms to the Stationery Office. The latter office should give print orders to the press for standard forms as soon as stocks of any form have fallen to a three months' level. In the case of standard forms required by a group of offices, *e.g.*, agricultural forms, it might be advisable to fix issue dates for all offices at one time to avoid the necessity of holding heavy stocks. Such forms might be dealt with separately as departmental forms.

PRESS.

15. The existing system of valuing work executed in the Press is, on the whole, good; but the system does not allow of a detailed apportionment of overhead charges against each process of work. Some items, such as, pension charges, are omitted. The result of failure to allocate charges between different branches of the press results in a failure in ascertaining to what extent each branch is being worked on economical lines. I should advise the institution of a costing system similar to what prevails in the Government of India Presses. This system has only recently been worked out after a considerable amount of examination. The details of this system are contained in my letter No. Pg. 9, dated the 6th May 1924, a copy of which has already been sent to the Superintendent, Government Printing, Mysore. I do not consider it necessary to explain it in further detail.

16. I am not in favour of instituting a system of monetary allotments, as it is extremely difficult to foresee the amount of work that will be required by each department. It may be taken as certain that every Department will spend the full amount of its allotment and I doubt whether any real economy would be achieved. The system adopted by the Government of India has been to examine every item of work required to be printed by our Printing Clearing Office. Lists of work required from time to time are prepared, as sanctioned lists, and any other work required to be printed requires specific sanction. The function of sanctioning work and receiving all manuscripts required to be printed should be exercised by the office referred to in paragraph 12. The functions of the Government of India Printing Clearing Office will be found in the Government of India Rules for Printing. The system in force is fully explained there.

17. There is always from time to time a movement in the Government of India Presses against the system of payment for work by piece. This was enquired into in detail by a Committee in the year 1922, and it was then decided that the piece system was satisfactory and essential for the economical working of the Press, provided, that the rates of payment are on an adequate basis. In some work in all branches of the Press, it is occasionally necessary to pay for work done on time. For this purpose, it is necessary to classify pieceworkers for such time work. This is necessary in the case of correction work, display work in the case room, and for some kinds of binding. In a bindery, it is sometimes necessary to employ salaried hands, for work requiring special skill. I do not expect, however, that much work of this kind is done in the Mysore Government Press. If any real difficulty exists in the piece system of payment, I shall be glad to have details and to reply to such details when they are submitted to me. The main principle in the Government of India Presses is to pay by the piece wherever possible.

18. The theory of piecework is that the rates payable are sufficient to compensate a man for receiving no salary on holidays or other days when the Press may be closed. As a special concession, the Government of India have agreed to allow pieceworkers in their Presses 16 days' casual leave a year during which the men are paid at their class or hour rates. This is considerable concession, and I do not think that it will be justifiable to grant any leave in excess of this amount. A system of payment for idle time is also in force in the Government of India Presses under which when no work can be found for a pieceworker, he is paid at his class rate. This system was organised at a time when there was no control in sending work to the various Government of India Presses with the result that at certain times of the year some of the Presses had little work to do and accordingly the pieceworkers' earnings were very small indeed. Since the new method of control has been instituted, such idle time has been reduced to a minimum. In the Mysore Government Press, where it ought to be possible to regulate the strength of the staff sufficiently to prevent such charges of idle time arising, I do not suggest that a system of payment for idle time should be instituted.

19. The question of stock-taking in a Press is a difficult matter. I am personally of opinion that, with the exception of type, etc., in cases, a complete stock-taking should be made annually. A quinquennial stock-taking is, in my opinion, insufficient. The question of type in cases is, however, a very different and very difficult proposition. It must be remembered that in any Press which undertakes a large amount of work, a large amount of type is always standing and to weigh the type in the cases and in standing forms would be a very difficult matter and the results would not be more than approximate. I think it is essential that this fact should be recognised and that the control over supplies of type should be effected by watching carefully the amount issued. I realise that in the Mysore Government Press the amount of type in use is very great indeed, and, until a larger number of mechanical composing machines are employed, there must always be some difficulty in checking the amount of type in use.

20. I was asked to advice on the method of charging such offices as the Railways, University, Insurance Departments, etc., for work done in the Press. These are all paying departments and they are required to pay from funds provided in their own respective budgets. It was pointed out that the demands of these departments vary to a large extent. I do not think that that need really worry the Press. Provided the department has the money to pay, the Press should be able to print. However much the amount of work varies, it is not likely to vary sufficiently to interfere with the organisation of the Press. It was pointed out that a heavy demand from such departments might result in depleting the stock of paper in the Press. I do not think that that is really a valid objection. Presumably at the end of the year, the Stationery Office carries over a considerable quantity of paper in stock and it can vary its indents accordingly. There is little difficulty nowadays in obtaining supplies of paper as required and even if an additional grant were necessary

on this account, it would be set off by the payments made by these paying departments.

21. It has been suggested to me that the existence of the piecework system results in bad printing and damage to the machines. I can only add that that has not been our experience in the Government of India Presses. It is true that if work of exceptional quality is required, the work may be done on time; but the whole question is one of adequate supervision. We have had machines working in the Government of India Presses for 20 or 30 years, though the staff has been paid entirely by the piece. I agree that many of the machines are in very bad condition, but most of them have, in my opinion, served their time and fully paid for their original cost. A machine has ordinarily completed its life after 15 years of hard work, but no invariable rule can be laid down. I would strongly advise that the oldest machines should be replaced by new ones, and that when they are replaced, steps should be taken to instal machines more suitable for the class of work required. From the nature of work going through the Press, I am inclined to think that a quad crown size would be the most suitable. Very high grade machines, such as, two revolution machines, are not necessary, and in our Government of India Presses, we have found that single drum cylinder machines have proved very effective. In order to maintain a Press in a proper state of efficiency, it should be possible to replace machinery as it grows old, and I strongly recommend the institution of a depreciation fund for this purpose on the lines that have been adopted by the Government of India. The rules will be found as an Appendix to my letter No. Pg. 9, dated the 6th May 1921, a copy of which has already been sent. The equipment of the bindery, is on the whole, good though I recommend the addition of a book sewing machine. The old type casting machines are out of date and should in my opinion be scrapped.

22. On the question of type casting, I am very strongly of opinion that the present system of composing by hand should be replaced to the largest possible extent by the installation of linotype and monotype machines. The question has been examined in detail in the Government of India Presses and hand composition there has been reduced to a minimum and considerable economies have thereby been effected. The amount of type required has been reduced to an enormous extent and there has been a vast saving in space and in supervising establishment. The Mysore Press has already had experience of monotype machines and I advise strongly that further monotype machines and linotype machines should be installed. It is impossible to advise on the number of each required without seeing in detail the nature of work going through the Press. It should be remembered that the linotype machine is the cheaper of the two in operation, but it is only suitable for solid work, whereas the monotype machine is capable of turning out tabular or form work of any style.

23. The system of "Pie" fines is in force in the Government of India Presses, but the money collected is paid into the Treasury and the men who sort out "Pie" are paid either by the piece or on fixed wages. I doubt

if it is altogether a wise system to pay part of the establishment solely out of fines.

The method of attaching a Printing School to the Press is, in my opinion, admirable and I only wish that we had the same facilities in the Government of India Presses.

24. I examined the question of the strength of the supervising establishment and do not think that it is excessive in any way. If the Mysore Government requires any of their supervising establishment to look over or receive a period of training in one of the Government of India Presses, I shall gladly assist in the matter, and I am certain that the Government of India will raise no objection to such a proposal. I believe that it will be greatly to the advantage of the Press if the Superintendent could look over one of our Presses, preferably the Calcutta Press, where work of all descriptions is taken up. In that Press, we have a large number of linotype and monotype machines at work. The machine room is fully up to date, while a considerable amount of modern machinery is at work in the bindery. I should be glad to give him any facilities for going over the Press.

11th February 1925. (Sd.) F. D. ASCOLI.

WD 1923—GPB—75 -31-3-25.

G. R. S. VI—G/32]

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SUBJECT 2 Drafts

Diary No. of letter replied to

General and Revenue Secretariat

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Date of issue 7-3-25

Signed by Mr. M. Venkatesa Iyengar

Section P&S

File No. 30-24

Serial No. 9

No. G. 6847

To The Supt Govt Printing

Sir,

With reference to correspondence with your letter No. 2682 G. 23.2.25 forwarding the note of the Controller of Printing, Sty & Stamps with the Govt of India on several questions relating to the Govt Press & Sty Depot, I am directed to request that the detailed submission of proposals promised in para 2 of your letter under

over.

4) Hazardous
risks, on the ~~various points touched~~
~~upon by the Controller~~ Controller
may be expedited

have to

Secy
For Ch Secy
TMS

Lucas
3.3.25

List of enclosures.

Copied by

Examined by

Gen 4266 Ledg

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WD 2533—GPB—250 copies—1-7-24

PDS 30-24-10

No. 2894.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING,

Bangalore, dated 11th Mar 1925.

FROM

B. PUTTAIYA, ESQ., B.A.,
Superintendent, Government Printing,
Bangalore.

B. RAMASWAMAIYA, Esq., B.A., B.L.,
Offg: Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

SIR,

With reference to your letter No: G. 6847/P. &. S. 30-24-9, dated the 7th instant, I have the honour to state that I have taken action and have already submitted four proposals on four questions relating to the Press. I shall continue to submit proposals on the remaining questions, one by one, as soon as I am able to get together ~~with~~ the necessary references and items of information that are required ~~for~~ to formulate the proposals in detail.

As regards stamps, I have sent a copy of the Controller's Note to the Commissioner of Stamps who has already arranged to discuss it with me, and my proposals will be submitted through him.

I have the honour to be,
Sir,
Your most obedient servant,

B. Puttaiya
Superintendent,
Government Printing.

Subd for perusal.

13 3 25

D.v.s. 14/3

Where are the references please

Each case has/subd separately

14/3

20/3